

CITY OF BURBANK

SECRETARY

DEFINITION

Under direction, to perform a variety of difficult and complex secretarial and clerical work; and to do related work as required.

ESSENTIAL FUNCTIONS

Performs a variety of general clerical work of moderate complexity and difficulty, including filing, typing, duplicating, and bookkeeping; composes, types and proofreads a variety of complex correspondence, reports, letters, memos, and charts; issues, receives, and processes a wide variety of forms; serves as receptionist; schedules and arranges appointments and meetings; takes verbatim and sense minutes of meetings and prepares official minutes; takes and transcribes dictation; maintains complex filing systems; orders and maintains supplies; opens and distributes mail; responds to requests for information explaining procedures and interpreting regulations; relieves the clerical employees during short absences; operates calculator, word processor and other office equipment; operates a computer terminal to enter, modify, or retrieve data; may operate radio equipment to receive and dispatch information; may supervise part-time or temporary employees.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – modern office methods, procedures and equipment; knowledge of English usage, spelling, grammar, and punctuation; knowledge of basic arithmetic and accounting methods.
- Ability to – organize and maintain record keeping systems; operate a variety of office equipment, including calculator, word processor and computer terminal; understand and carry out oral and written directions; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: One year or recent office clerical experience OR completion of one year of course work at a recognized business college and high school graduation or equivalent. Ability to take shorthand/ stenotype dictation at a speed of 80 words per minute or transcribe from dictation equipment accurately and quickly; ability to type accurately from clear copy at a speed of 45 net words a minute.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.